

CHIEF OF TRAINING AND SAFETY

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of a comprehensive training and safety program for the fire department. The Chief of Training and Safety plans and organizes the training program, and directs the work of subordinates and other employees assigned as training instructors. The employee of this class oversees the development and implementation of a safety program for all areas of departmental operations, in order to reduce or eliminate occupational risks to employees. The Chief of Training and Safety works closely with other division heads and outside agencies in order to accomplish training and safety objectives. The employee of this class works with little supervision, reporting to and having work reviewed directly by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs the training and safety programs for the department. Sets goals and objectives for the training and safety division, and recommends departmental management policies, goals and objectives for consideration by the Fire Chief. Evaluates the effectiveness of departmental operations in order to determine training needs and to reduce or eliminate occupational injuries, illnesses, and deaths, and to avoid destruction or damage to property and equipment. Prepares and submits budget requests for division operations, authorizes expenditure of funds in accordance with the budget, and accounts for funds and assets. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if they require changes in the training and safety programs.

Supervises subordinate employees assigned to the training and safety division. Holds meetings with subordinate employees for the purpose of receiving and disseminating information. Assigns work or duty areas. Approves leave. Evaluates work performance of subordinates, and writes employee evaluation reports. Counsels employees experiencing work problems, and provides assistance in technical areas of work. Recommends disciplinary action. Reviews reports written by subordinates.

Oversees training schedules for all department employees. Provides classroom training, and conducts drills and evolutions.

Trains fire department employees in the use of protective breathing apparatus, hoses, fire streams, rescue, sprinklers and standpipes, safety, fire attack, pump operations, fire apparatus operations, and identification, containment and control of hazardous materials. Prepares lesson plans and training material for training classes. Prepares written tests to evaluate success in training. Evaluates the effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Maintains a library of training materials.

Coordinates with department supervisors to ensure implementation of safety policies and activities. Takes charge of all safety procedures at the scene of a fire or other emergency. Responds to alarms in order to observe and evaluate departmental operations, including fire suppression, rescue, emergency medical procedures, haz-mat containment, and salvage and overhaul, and the proper use of equipment. Maintains communications between the scene and other authorized personnel. Investigates all accidents involving department personnel and equipment; determines cause, and formulates procedures to avoid future accidents. Compiles, analyzes and interprets statistical data for risk management. Conducts inspections of apparatus, equipment, machinery, and conditions of department property to ensure compliance with safety policies and procedures.

Supervises the preparation and maintenance of division records and reports, and periodically inspects systems and facilities for records management. Compiles and analyzes data needed for reports, and develops graphs, charts, manuals, reports, and other technical data necessary for the training and safety programs. Personally completes forms and reports, as required. Writes letters in answer to inquiries of departmental operations.

Participates in public fire education programs, making presentations and demonstrations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as a consultant or liaison for other departments, providing technical expertise, assistance, and cooperation, when required.

Supervises the general care and maintenance of assigned equipment and property. Purchases equipment and supplies, and assists with preparing specifications for major equipment and apparatus.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Training and Safety Officer with at least two years, after confirmation, prior to the closing date of applications.